



# HUNTSVILLE

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Director  
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Urban Development Department  
Engineering Division

## **JOHN HUNT PARK DRAINAGE IMPROVEMENTS, PHASE II**

**Project No. 65-15-SP38**

**October 12, 2016**

### **Addendum #1**

Attached are the Pre-Bid Minutes from the meeting held on Tuesday, October 11, 2016, in the 1<sup>st</sup> Floor Conference Room, 320 Fountain Circle, Huntsville, AL.

**Addenda will only be emailed to those bidders who attend and have signed in at the pre-bid meeting. All addenda, as well as other project information, are available for downloading on Engineering's website at [www.huntsvilleal.gov/engineering/bidlist](http://www.huntsvilleal.gov/engineering/bidlist). Acknowledgement of receipt/download from website of addenda is mandatory using Attachment "C" located in the Specifications and attachment must be submitted with bid package. Failure to do so shall be cause for rejection of the bid. It is the responsibility of all bidders to refer to the website for any updates. The attached pre-bid meeting minutes, all addenda and attachments for the above-referenced project will become part of the contract documents.**

**Attachments: Pre-Bid Minutes**

**END OF ADDENDUM #1**

**The Star of Alabama**

# **PRE-BID MEETING**

**PROJECT NAME:** John Hunt Park Drainage Improvements, Phase II

**PROJECT NUMBER:** 65-15-SP38

**DATE:** October 11, 2016

**PROJECT ENGINEER:** Zach Turner

**PROJECT INSPECTOR:** Calvin Minor

The following people were in attendance at the Pre-Bid Meeting:

Byron Willoughby	Gillespie Construction
Mark Seeley	Miller & Miller
Matt Mullins	Miller & Miller
Joiner Pugh	REV Construction
Chris Lovoy	Reed Contracting
Josh Chandler	SJ&L General Contractor
Maggie Christopher	Christopher Contractors
Marc Byers	COH-Landscape Management
Ben Stewart	COH-PWS
Chris McNeese	COH-PWS
Mary Dolberry	COH-Engineering
Calvin Minor	COH-Engineering
Gary Gleason	COH-Engineering
Zach Turner	COH-Engineering

## **1. Introduction of all persons present**

Zach Turner is the project engineer.

Gary Gleason is the project engineer over the design.

Calvin Minor will be the City of Huntsville Inspector.

Ben Stewart will be the Superintendent handling the Public Works portion of the project.

## **2. Work Description (Project Scope)**

The project is John Hunt Park Drainage Improvements Phase II, Sta 7+60 to 14+76. The project will include the construction of 716 linear feet of double 8'x10' reinforced concrete box culvert. The culvert can be cast-in-place or

precast; also included in the project will be the construction of the ties and stub-outs of other drainage features.

**3. Permits**

- a. ADEM (NPDES) – There is an active ADEM permit for the entire site. The ADEM permit will remain in the City of Huntsville's name, but the Contractor is responsible for the erosion control needed for the areas Contractor disturbs. Public Works will be responsible for the erosion control for their operations.

**4. Utility Project Notification**

- a. Conflicts with existing utilities. There will be some utilities crossed with the construction of the project
- b. It is the responsibility of Contractor to locate and coordinate with existing utilities. The intent, where possible, is to excavate around the utility leaving them undisturbed, construct the culvert underneath and backfill back around the utilities. Should a utility need to be relocated during construction any cost or aid-to-construction required will be paid by the City of Huntsville.
- c. Discussion with Utility Representatives  
No Utility Company representatives were present.

**5. Right-of-Way**

All planned work is on City of Huntsville property or right-of-way. There are no outstanding right-of-way issues with this project

**6. Conflicting Projects**

There are no known conflicting projects within the area.

**7. Schedule of Work**

We will need a schedule of operations with critical path defined. The first pay estimate will not be processed if the schedule has not been received. Owner reserves the right to withhold payment if work is more than 25% behind schedule

**8. Project Details (Plans, Specs, Special Provisions, Quantities, Dates)**

- a. Phase II is what we are bidding at this time.  
Public Works will be constructing Phase I concurrently with the construction of Phase II and will utilize the excavated material from the pond to complete the backfill of the culvert.
- b. The project will be constructed in accordance with the City of Huntsville Standard Specifications for the construction of public improvements. The only exception is the culvert and fencing items-we will be utilizing ALDOT Specification for these items.



- c. Please submit any shop drawings/material submittals one (1) week before the intended installation of the item of concern.
- d. State of Alabama License Classification required – (HS) Highways & Streets or (MU) Municipal & Utility

Introduction and explanation of any revisions to Supplement to General Requirements – specifically detail the following:

46. SHOP DRAWINGS

The approval of shop drawings by the Engineer will cover only the features of the design and in no case shall this approval be considered to cover error or omissions in shop details or a check of any dimensions. The Contractor shall be responsible for the accuracy of the shop drawings, the fabrication of materials and the fit of all connections; and he shall bear the cost of all extra work in erection caused by errors in shop drawings or in fabrication, inaccurate workmanship, misfits of connections or for any changes in fabrication necessary. No work shall be done on the material before the shop drawings have been approved. Any material that the Contractor orders prior to the approval shall be at the Contractor's risk.

Substitutions or changes whether indicated or implied on shop drawings will not be considered as changes regardless of the Engineer's approval of shop drawings unless the change has been previously submitted and approved as a change order per the requirements for changes in the contract.

After a shop drawing has been approved, no changes shall be made unless directed in writing to the Owner and acceptance by the Owner of said changes. Any acceptance of change by the Owner does not constitute a change to the contract unless that change has been approved and directed in writing per change order. Compensation for preparing and furnishing all shop and working drawings shall be included in the contract unit prices for the various pay items of work.

Contractor will be responsible for the accuracy of shop drawing. The City will not be responsible for errors and omissions in the drawings.

- e. There is no pay item for a construction trailer on this project. If the Contractor elects to have a trailer on-site, he will do so at his own expense. A completed set of as-built redline drawings shall be submitted at the completion of the project.
- f. Calendar Days to complete project – two hundred seventy (270)
- g. Council Approval – November 3, 2016
- h. Anticipated Notice-to-Proceed – between 11/4 and 11/18

9. Bid Sheet (Quantities)

Contractor is required to submit pricing (Attachment "A") on a CD-RW (preferably in a live/flash drive format) in the Excel format made available for

download from the Engineering website. The CD-RW must be in working condition and included with original bid packet and reflect the correct revision, along with two signed hard copies. Bid must be submitted from the file (Quantities) provided and downloaded from the City of Huntsville's website. Failure to do so shall be cause for rejection of bid. The City reserves the right to reject any altered bid resulting from altering the CD in any manner. If a price discrepancy is found on the CD-RW, or the correct version of bid quantities is not submitted on the CD-RW which corresponds to the printed hard copy, then printed hard copy prices submitted with original bid documents, with Contractor signature, will prevail.

- Item #2 is the box culvert and will include excavation, removal of the existing drain pipes and replacement, bedding and backfilling with rock to one (1) foot above culvert top slab. Material and concrete shall be to ALDOT Specifications. If the precast option is elected the precaster must be an ALDOT qualified producer.

Mark Seeley asked if the entire backfill is to be in rock. Zach said yes up to one (1) foot above the topside of the culvert.

Zach said if the Contractor wants to lay the slopes back, we just need the rock one (1) foot along the outside of the culvert.

- Item #3 is the wing wall installed on the east end of the culvert.
- Item # 4 is the soldier pile retaining wall. There are details for the wall in the plans. Due to the close proximity to the structure the piles will be drilled and grouted as oppose to driven. If the Contractor elects to abandon the grouted section of the piles, they shall be terminated two (2) foot below existing grade and backfilled at no additional cost to the City.

Mark said the quantity shows cubic yards; is it supposed to be square yards? Zach said yes, we will get that corrected. He said it outlines the method of measurement in the plans-it is basically the exposed face of the wall.

- Item #8 is the Headwall with the Duckbill valve. Zach will need specification for the duckbill selected for approval one (1) week prior to installation.
- Items 10-12 are the fencing items. The will be built to utilizing ALDOT specifications and details.

#### **10. Payment**

The OWNER agrees to pay the contractor as follows: Once each month per project the OWNER shall make partial payment to the Contractor on the basis of duly certified and approved estimates of the work performed during the preceding month by the Contractor, less five percent (5%) of the amount of such estimate, which is to be retained by the City until all of the work has been performed. Liquidated damages will be deducted from all invoices when the invoice estimate period end date is later than the contract completion date. All pay requests will be submitted by hard copy and on a CD. The hard copy will be printed from the CD. The OWNER will provide the CD to the contractor. Two originals and two copies of the invoices are required before payment will be made. The CD should be submitted each month, along with the originals and copies, to the Administrative Officer, ATTN: Odessa Sales-Robinson, in the Engineering Department. No further retainage will be held after fifty percent of the contract is complete. All payments to contractor will be made as soon as practical after the approval and finance processes have been completed.

##### **a. Date for payment submittal monthly**

- i. Process for monthly quantities-Payments will be made monthly based on quantities of items installed that month. There will be 5% retainage held. Chris Lovoy asked if it is 5% retainage or 5% of 50%. Zach said he will get clarification and address this in an addendum.

Chris asked if the minutes could be issued prior to the question deadline. Zach said it will be issued in the first addendum.

- ii. Monthly Progress Meetings-We will have monthly progress meetings on site at the first of each month.
- iii. Red-line As-built are required to be maintained by the Contractor and reviewed monthly prior to invoices being submitted.
- iv. Liquidated Damages will be assessed if not completed by completion date.
- v. One year warranty period begins upon substantial completion of the project.
- vi. Substantial completion of the project is defined as usable condition for the intended purpose.

#### **11. Traffic Control – Contractor is responsible for installation and maintenance of all Traffic Control in accordance with MUTCD, latest edition.**

There is no traffic control in the bid items. The roads in the area are closed with the exception of access to the Veterans Museum. Access to the Museum must be maintained at all times. There is access currently on the west side of the building and the road is barricaded to the east. The barricades on-site will be utilized by the



Contractor to close the west access and open the east as need. No separate payment will be made for moving the barricades and shall be considered subsidiary to other items of work.

## 12. Subcontractors

Any subcontractors present were given the opportunity to ask questions or discuss items with which they are concerned. The Prime Contractor should be advised that no work by a subcontractor will be permitted unless approved by contract or in writing. Attachment "D" – "Subcontractor's Listing" in the Supplement to General Requirements for Construction of Public Improvements, City of Huntsville, Alabama has been revised and bidders are advised to pay special attention to the text and instructions listed on the attachment. Contractor shall keep the "Subcontractor's Listing" updated throughout the project duration and submit a copy of the listing with the request for final payment. Noncompliance with this request may cause delay in payment to the Contractor.

No subcontractors were present.

## 13. Questions?

Q: What and where is Item No. 5?

A: Contractor needs to dig out a washout pit and protect it whatever is needed.

Q: On the geotextile fabric, where is it located?

A: It is underneath the stabilized construction entrance. Zach will get clarification on this.

Q: On the shoring-Zach said the square foot face of the area is paid for, on Sheet C5.1, that sheet does not extend above the excavated grade eighteen (18) inches. If Contractor has to meet OSHA, will the City pay for the eighteen (18) inches above the adjacent grade?

A: Zach asked Mark to submit the question and he would send it to the Engineer for clarification in the addendum.

Q: Because it is more than 20' deep, will the stamp and the design calcs for the Contractor to have on-site to use as planned. For OSHA, Contractor has to have design calcs and design sheet on-site. Will that suffice and can the Contractor get that information to use on-site?

A: Zach asked if he was talking about the soldier pile wall. Mark said yes. Zach said he would request that and asked Mark to submit this question for the addendum.

**Q:** Will Contractor have to move the existing equipment at the Museum building?

**A:** No, equipment will be moved. It will not be the Contractor's responsibility.

**Q:** The existing utility line coming out of the south side of the building, will it be relocated?

**A:** Zach will have to get with the utility company and get clarification. The intent is to leave in place where possible.

**Q:** What utilities are existing?

**A:** Sanitary sewer will have to be crossed; it will likely have to be re-laid. Contractor will not be responsible for this. There is also a gas line and a water service line to the structure. The gas line conflicts with the soldier pile wall and will likely have to be relocated. If the sewer is not in conflict, it will be left in place.

**Q:** Will Contractor have to excavate around or under a support and put the culvert underneath it?

**A:** That is the intent for the service lines if possible. Zach will have to meet with the utility companies to discuss.

**Q:** Will Public Works be doing the Phase I work at the same time?

**A:** They may not start the same day as the Contractor, but they will be backfilling from one (1) foot above the culvert invert.

**Q:** On the erosion control plan, it shows a temporary bypass running through the middle of the work zone diversion, but there is a detail showing it going around. Is Contractor expected to do a diversion ditch around?

**A:** Dewatering will be the Contractor's responsibility. Contractor is to bid whatever plan works up for bypass pumping or diverting. We have access to the entire park area, so if that is how the Contractor chooses to approach building the project, that is an option.

**Q:** There is a note about locating all of the property pins. Will Contractor be responsible for this?

**A:** No.

**Q:** Is there any soils information?

**A:** No.

**Q:** Five (5) foot toes or 2.5' toes on the culvert?

**A:** Zach said he believes it is standard 2.5'. He asked Mark to submit this question and he would get clarification.



He said we did upload the ALDOT drawings with it so we will be going with whatever the standard detail is. Mark said one standard says five (5) and the other says 2.5. Zach asked if there was a discrepancy in the ALDOT standards we are showing. Mark said it gives an option. Zach repeated to submit it as a question and we will get clarification from the engineer.

Q: License requirement is HS or MU. Contractor has a MU-S classification. Will that suffice?

A: Submit this as a question and we will clarify in the addendum.

All questions will be answered and all clarifications made by addendum. **All addenda are sent via email to those bidders who attend and have signed in at the pre-bid meeting. Although a response to the email is optional, it is mandatory that the bidders acknowledge the receipt of each addendum, whether received via email or by downloading from the Engineering Department's website, on Attachment "C" included in the Specifications. Acknowledgement of receipt of addenda is mandatory using Attachment "C" and must be submitted with bid package. Failure to do so shall be cause for rejection of the bid.**

Last day for questions concerning this project before the bid will be **October 13, 2016 until 5:00 p.m.** via fax (256) 427-5325 or email to: **mary.dolberry@huntsvilleal.gov.**

Response to contractor questions will be **October 17, 2016 until 12:00 p.m.**

**Bids open: October 19, 2016 at 10:00 a.m.** in the **1st Floor Conference Room**, 320 Fountain Circle, Huntsville, AL. All bids must be **SEALED** before submittal at the bid opening. Any bids received that are not sealed will be immediately rejected.

The pre-bid notes and all addenda shall become a part of the contract documents.

The meeting was adjourned.